

# UC Common Commands: most common commands (Beginner, Intermediate, Advanced)

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| <p>Turning the microphone on and off (1.1)<br/><b>Speech On/Off</b><br/><b>Microphone Off</b></p> <p>Correcting misrecognitions, training words and vocabulary (1.3, 1.4, 1.5)<br/><b>Nope</b><br/><b>Nope &lt;any words on the screen&gt;</b><br/><b>NatSpeak/This Train/Vocabulary</b><br/><b>NatSpeak Recognition</b> (shows what NatSpeak has heard)</p> <p>Accessing NatSpeak and UC Menu Items (1.6, 1.9)<br/><b>UC/Rulers/NatSpeak Menu</b><br/><b>UC/Rulers/NatSpeak &lt;menu item or dialog box&gt;</b></p> <p>Correcting more quickly (1.10)<br/><b>1-20 Down 1st-20th Word/Letter</b></p> <p>Opening and closing programs (2.1, 2.2, also 5.1)<br/><b>&lt;standard program&gt; Open/New/Close</b></p> <p>[Standard programs: Access, Acrobat, Address Book, Base, Calc, Calculator, Draw, Dreamweaver, Emacs, Eudora, Excel, (Outlook) Express, Filezilla, Firefox, Google Desktop, Illustrator, InDesign, Impress, Internet (Explorer), iTunes, Math, (Windows) Media Player, Netscape, Notepad, Outlook, PageMaker, Photoshop, Picasa, PowerPoint, Project, Quark, QuickView, Quicken, Solitaire, Thunderbird, Visio, Visual (Studio), Windows (Explorer), Word, WordPad, Writer] Note: words in parentheses are for reference only.</p> <p><b>Win(dow) Back/Forward/Recent</b><br/><b>start &lt;any program name in your Start menu&gt;</b></p> <p>Accessing and working with windows, including Taskbar and Tray (2.3)<br/><b>Win(dow) Min(imize)/Max(imize)/Restore/Close</b><br/><b>Window/Tray 1-20</b><br/><b>Screen Clear</b></p> <p>Sizing and moving Windows (2.4, 2.5, 2.6)<br/><b>Size 1-100 By 1-100 (· By 1-100)</b><br/><b>Window 1-100 By 1-100</b></p> <p>Navigating the Windows operating system (2.7, also 3.1, 3.2, 5.1)<br/><b>Start/Mouse/Cursor Menu</b><br/><b>Control/Printers/Local Open</b><br/><b>Volume/Sound/Backup/Disk/Character Box/Computer Open</b><br/><b>Event/Performance/Services/System/Run/Task/Taskbar Open</b></p> <p>Closing and saving windows or documents in one step (2.9, 2.10)<br/><b>Win(dow)/Doc(ument) Close Yes/No/Times 1-10</b></p> <p>Turning speech on or off and changing windows at once (2.15, 2.16, 2.17)<br/><b>Speech On · &lt;standard program name&gt; Open/Close</b><br/><b>Speech On · Window 1-20</b><br/><b>&lt;standard program name&gt; Open/Close · Speech Microphone Off</b><br/><b>Window 1-20 · Speech/Microphone Off</b></p> <p>Opening menus and pressing keys (2.18, 2.19, 2.20)<br/><b>Tray (Right) 1-20 a-z (a-z) (Enter)</b><br/><b>Tray (Right) 1-20 (· 1-200) Up/Down (· Enter)</b><br/><b>Cursor/Mouse/Start Menu a-z (a-z) (Enter)</b><br/><b>Cursor/Mouse/Start Menu (· 1-40) Up/Down (· Enter)</b></p> <p>Navigating menus and dialog boxes — (3.1, 3.2, 3.3, 2.7, 6.9, 7.1)<br/><b>Under &lt;1-3 letters, numbers, or symbols&gt; (· Enter)</b><br/><b>Letter &lt;1-4 letters&gt;</b></p> <p>[a-z: alphabet letters or Alpha (Apple), Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliett, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, Xray, Yankee, Zulu]</p> | <p>(Navigating menus and dialog boxes con'd)<br/><b>0-9 Short</b><br/><b>1-40 Control/Shift/Shift Control Tab</b><br/><b>Space</b> (toggle checkbox)<br/><b>Alternate Down</b> (toggle drop-down list)<br/><b>Escape</b><br/><b>Cancel</b></p> <p>Clicking, placing and moving the mouse arrow (4.1, 4.2, 4.3, 4.4)<br/><b>Touch</b><br/><b>Touch Twice</b><br/><b>Touch Right</b></p> <p><b>Rulers Open/Close</b><br/><b>0-100 By 0-100 (Touch Twice/No Touch/Touch Right)</b><br/><b>Local 0-100 By 0-100</b><br/><b>Mouse 1-100 Up/Down/Left/Right (Touch/Touch Right)</b></p> <p>Dragging the mouse arrow (4.5)<br/><b>Drag 0-100 By 0-100</b><br/><b>Drag 1-100 Up/Down/Left/Right</b></p> <p>Calling up files and folders (5.6, 5.7)<br/><b>UC List</b><br/><b>List/Add File/Folder</b><br/><b>&lt;any file on the File List&gt; File/Folder</b><br/><b>Save To &lt;any folder on the Folder List&gt;</b></p> <p>Opening a program and folder at once (5.10)<br/><b>Windows &lt;Folder List item&gt; Folder</b><br/><b>&lt;Standard Programs&gt; &lt;Folder List item&gt; Folder</b></p> <p>Hitting command keys and letters (6.1, 6.2, 6.3, 6.4, 6.5, also 3.1, 3.2)<br/><b>&lt;any command, number or symbol key&gt; Short</b><br/><b>Backspace</b><br/><b>Enter</b><br/><b>Space</b><br/><b>Function 1-12</b><br/><b>Letter/Cap/Caps &lt;1-4 letters including space&gt;</b><br/><b>&lt;any number or symbol&gt; Short/Long</b><br/><b>Num Pad &lt;any Num pad key&gt;</b><br/><b>spell &lt;1-20 characters including "Cap" characters&gt;</b></p> <p>Hitting command keys multiple times (6.6, also 1.2)<br/><b>1-40 Enter/Space/Tab/Backspace/Delete/Escape</b><br/><b>1-200 Left/Right/Up/Down</b><br/><b>1-40 Shift/Control/Shift Control/Tab/Undo/Redo</b><br/><b>1-40 Alternate Left/Right</b></p> <p>Typing letters, numbers and symbols multiple times in a row (6.7)<br/><b>&lt;any command key, letter, number, symbol&gt; Times 1-100</b><br/><b>Function 1-12 Times 1-10</b><br/><b>Cap &lt;any letter&gt; Times 1-100</b></p> <p>Keyboard shortcuts and navigating menus and dialog boxes (6.9, also 3.3)<br/><b>Shift/Control/Alternate (or Under) &lt;any key&gt;</b><br/><b>Shift Control/Shift Alternate/Control Alternate &lt;any key&gt;</b><br/><b>Shift Control Alternate &lt;any key&gt;</b><br/><b>Win Key &lt;a-z&gt;</b><br/><b>Shift/Control/Alternate (or Under) &lt;any key&gt; &lt;any 1-2 keys&gt;</b></p> <p>Hitting 2 to 4 cursor/formatting keys and/or symbols (6.13)<br/><b>&lt;2-4 cursor/formatting or symbol keys&gt;</b></p> <p>Hitting 3 command keys in a row, including multiples (6.17)<br/><b>(1-10) &lt;multiples command&gt; (· 1-10) &lt;multiples command&gt;</b><br/><b>(1-10) &lt;multiples command&gt; (· 1-10) &lt;multiples command&gt; ·</b><br/><b>(1-10) &lt;multiples command&gt;</b></p> |
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## UC Common Commands: cont'd (Beginner, Intermediate, Advanced)

Positioning the cursor and making new lines and paragraphs (7.1, 7.2, 7.4, 7.5, also 3.1, 3.2, 5.1, 9.3)

**Go Before/After** <any word, phrase or symbol>  
**In Before/In After** <1-3 characters>

**Line/Graph/Screen Up/Down**  
**1-200 Left/Right/Up/Down/Screen Up/Screen (Down)**  
**1-20 Before/After/Line Up/Line (Down)**  
**1-20 Graph Up/Graph (Down)/Graph Space Up/Graph Space**

**Go Top/Bottom/Home/End**  
**new line/paragraph**  
**Another/Insert Line/Graph**

Selecting text (7.6, 7.7, 7.19, also 1.2)

**Words** <any words>  
**Words** <any words> **Through** <any words>

**Spells** <1-3 characters>  
**Letters** <1-4 letters>  
**Numbers** <1-5 numbers>

**This Word/Line/Graph/Graph Space/Screen/Document**  
**1-200 Lefts/Rights/Ups/Downs**  
**(Stay) 1-20 Befores/Afters/Lines Up/Lines**  
**(Stay) 1-20 Graphs Ups/Graphs/Graph Space Ups/Graph Spaces**  
**(Stay) 1-200 Screens Up/Screens**  
**1st-20th Letter/Word/Line/Graph**

Copying, cutting, pasting, deleting, formatting and undoing (7.8, 7.9)

**This Copy/Cut/Paste/Delete/Bold/Italic**  
**All Copy/Cut/Paste/Delete**  
**1-40 Undo/Redo/Scratch**

Capitalizing, hyphenating, compounding and underscoring (7.11, 7.12)

**Cap/No Caps/All Caps** <word>  
**Cap/Caps** <1-4 letters>  
**Add Caps/No Caps/All Caps**  
**1-20 Hyphenate/Compound/Underscore**

Making changes on-the-fly (7.15, 7.16)

**1-20 Befores**  
**Resume with**  
**(1-10) <move/remove key> (Cap) a-z**  
**(1-10) <move/remove key> (1-10) <move/remove key> (Cap) a-z**

[Move/Remove keys: Home, End, Space, Left, Right, Up, Down, Backspace, Delete]

Selecting the top or bottom portions of or characters, words, lines and paragraphs on both sides of the cursor (7.17, 7.18)

**Word/Line/Graph Top/Bottom**  
**1-10 1-10 Letters/Words/Lines/Graphs**

Moving the cursor and selecting text (7.20)

**1-20 <movement word> · 1-20 <selection word>**  
**1st-20th <ordinal word> · 1-20 <selection word>**

[Movement words: Left, Right, Before, After, Up, Down, Line Up, Line (Down), Graph Up, Graph (Down), Graph Space Up, Graph Space, Screen Up, Screen (Down)]

[Selection words: Lefts, Rights, Letters, Befores, Afters, Words, Ups, Downs, Line Ups, Lines, Graph Ups, Graphs, Graph Space Ups, Graph Spaces Screen Ups, Screens]

[Ordinal/partial selection words: Letter, Word, Line, Graph]

Selecting text and cutting, copying, deleting, bolding or italicizing (7.21)

**1-20 <selection word> Cut/Copy/Paste/Delete/Bold/Italic**  
**1st-20th <ordinal word> Cut/Copy/Paste/Delete/Bold/Italic**  
**Spells <1-3 characters> Cut/Copy/Delete/Bold/Italic**

Email: opening, checking, starting, sending, attaching (8.1, 8.3)

**Outlook/Express/Eudora/Thunderbird Open/Check/Message**  
**Control m/m/m, Control Shift t** (checks)  
**Control n/n/n/m** (new message)  
**Control Enter/Enter/e, Under f d** (sends)  
**Under i a/i l, Control h, Under f t f** (attaches)

Using your Nickname List (8.4, 8.5)

**List/Add Nickname**  
**<email program name> <1-4 Nicknames>**  
**<email program name> <Nicknames> CC <Nicknames>**

Bringing up a Web site and using the Site list (9.1, 9.2)

**Firefox/Internet Open/New**  
**Under d** (or **Under Delta**) (address bar)  
**List/Add/This/Word Site**  
**<any site on the Site List> Site**

Navigating Web sites using any browser (9.3)

**(1-40) Alternate Left/Right** (back or forward by page)  
**Alternate Home** (homepage)  
**Control h** (or **Control Hotel**) (history)  
**Control t** (or **Control Tango**) (new tab)  
**Control/Shift Control Tab** (back or forward by tab; Firefox, IE7 only)

Firefox, IE: Tab and link control (9.5, 9.6)

**1-200/<1-9> <1-9> (<1-9>) Go** (click link -- Firefox)  
**Control Insert** (toggles link numbers in Firefox)  
**<link words or phrases>** (click link -- IE)

Finding keywords in any program (10.1)

**UC/Add Keyword**  
**(Top) Find <keyword> (Wait Repeat 1-20)**

Copying to WordPad, the most recent window, or a taskbar window (10.2)

**Copy To/Cut To/All Copy To Excel/WordPad/Word/Recent (Stay)**  
**Copy To/Cut To/All Copy To Win(dow) 1-20 (Stay)**

Calling up the UC Clipboard files (10.3)

**1-20/List 1-20/Alpha-Zulu/Doc 1-20 File**

Adding the date and time in any program (10.6)

**Date/Time Short/Long/Short 1/Short 2**

Adding day, month, and quarter lists; numbering lines (10.7, 10.8)

**Days/Weekdays/Months/Quarters <days commands>**  
**1-100 Through 1-100 <numbering commands>**

[Days & numbering commands: Enter, 2-5 Enter, Tab, Home, End, Up, Down, Left, Right, Bar, Comma, Slash]

[Additional Days commands: Colon Enter, Hyphen, Enter]

[Additional Numbering commands: Period Enter, Paren Enter, Period Home, Paren Home, Graph, Graph Space]

Setting the Timer, Break Timer, and Reminder (10.12, 10.13, 10.14)

**1-90 Seconds/Minutes Break/Time/<Reminder word>**  
**1-90 Minutes 1-60 Seconds Break/Time/<Reminder word>**  
**1-90 Seconds Break Wait 1-90 Minutes Repeat 1-20**  
**1-8 Hours/1-8 Hours 1-60 Minutes <Reminder word>**  
**UC/Add Reminder**

Controlling the Windows sound system (10.15)

**<standard media program> Open**  
**Media Play/Pause/Stop/Before/After**  
**Volume 1-100**  
**Media 1-10 Before/After**

Keeping your own notes on UC documentation (10.16)

**UC Help/Intro/Full/Quick/Shortcuts/Appendices Notes**  
**UC Lesson 1-10 Notes**